

**RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST**

Please read instructions on reverse before completing form.

<b>1. REQUEST NUMBER</b>		<b>2. TYPE OF REQUEST (X one)</b>		<b>3. DATE COMPLETED (YYMMDD)</b>	
		a. INITIAL	b. APPEAL		
<b>4. CLERICAL HOURS (E-9/GS-8 and below)</b>		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 12.00 =	*	
b. REVIEW/EXCISING				**	
c. CORRESPONDENCE AND FORMS PREPARATION					
d. OTHER ACTIVITY					
<b>5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15)</b>		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 25.00 =	*	
b. REVIEW/EXCISING				**	
c. COORDINATION/APPROVAL/DENIAL					
d. OTHER ACTIVITY					
<b>6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)</b>		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 45.00 =	*	
b. REVIEW/EXCISING				**	
c. COORDINATION/APPROVAL/DENIAL					
<b>7. COMPUTER SEARCH</b>		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS			X <div style="border: 1px solid black; padding: 2px;">\$12.00</div> =	*	
b. PROGRAMMER/OPERATOR TIME				**	
(1) Clerical					
(2) Professional			<div style="border: 1px solid black; padding: 2px;">\$25.00</div>	*	
<b>8. OFFICE COPY REPRODUCTION</b>		NUMBER (1)	RATE (2)	COST (3)	
a. PAGES REPRODUCED			X .15 =	*	
<b>9. MICROFICHE REPRODUCTION</b>		NUMBER (1)	RATE (2)	COST (3)	
a. MICROFICHE REPRODUCED			X .25 =	*	
<b>10. PRINTED RECORDS</b>		TOTAL PAGES (1)	RATE (2)	COST (3)	
a. FORMS			X .02 =	*	
b. PUBLICATIONS				**	
c. REPORTS					
<b>11. COMPUTER COPY</b>		NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. TAPE			X <div style="border: 1px solid black; padding: 2px;"></div> =	*	
b. PRINTOUT				**	
<b>12. AUDIOVISUAL MATERIALS</b>		NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. MATERIALS REPRODUCED			X <div style="border: 1px solid black; padding: 2px;"></div> =	*	

**For FOI Office Use Only**

<b>13.</b>	
a. SEARCH FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
b. REVIEW FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
c. COPY FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
d. TOTAL PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
e. DATE PAID (YYMMDD)	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
f. TOTAL COLLECTABLE COSTS	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
g. TOTAL PROCESSING COSTS	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
h. TOTAL CHARGED	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>
i. FEES WAIVED/REDUCED (X one)	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Yes</div> <div style="border: 1px solid black; padding: 2px;">No</div> </div>